



STATE OF LOUISIANA
invites applications for the position of:
Assistant Commandant
#50317576

An Equal Opportunity Employer

ANNOUNCEMENT NO. 004-2024

OPENING DATE: January 9, 2024

CLOSING DATE: Open Until Filled

SALARY: ME-414 /\$43,784 - \$78,790 annually

JOB TYPE: Unclassified

LOCATION: YCP-CM, Camp Minden, Minden, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision
Paid Holidays: 10 days per year, additional holidays may be proclaimed.

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

LOUISIANA
NATIONAL GUARD



Louisiana Military Department

Youth Challenge Program
Camp Minden



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

Serve as a direct line supervisor for the Cadre Department; directly manages two Shift Supervisors , one Operations NCO and up to thirty-five Cadre/Group Leaders. Responsible for developing the Cadre staff. Maintain shift scheduling and assign duties and activities to Cadre; track IDT (drill) dates and Annual Training (AT) dates of the National Guard Cadre. Prepare and review annual PER documents for subordinates; conduct counseling for two Shift Supervisors and one Operations NCO. Oversees counseling conducted by Shift Supervisors. Recommend and impose disciplinary actions when required for subordinates. Evaluate overall behavior and adjustment of each staff member, exchanges views and information with YCP staff. Directly supervise the daily activities of all shifts. Responsible for assisting the Commandant in maintaining a full staff of Cadre/Group Leaders. Keep the Commandant aware of potential position vacancies within the Cadre Department. In the absence of the Commandant, conduct interviews and recommends applicants for hire. Recommend and impose any recognitions or awards for the section. Delegate tasks down to subordinates as needed. In the absence of a platoon cadre, may need to fill in on a platoon or as Shift Supervisor. Coordinate and supervise the general development, academic, and nonacademic skills training of two hundred plus YCP-CM cadets. Instruct/Supervise cadets in various personal and recreational activities and physical training. Offer assistance and practical advice to cadets; determine disciplinary measures as necessary. Supervise, coordinate and assist in instruction of the cadet handbook provisions and life skills training to the cadets. Supervise and coordinate movement of cadets to and from classrooms barracks, work details, community service, etc. Uphold the standards and policies of the YCP-CM program. Maintain communication with other YCP staff members. Maintain an open line of communication and coordination with the Camp Minden facility representatives as required for daily activities. Communicate with cadet parents/guardians as needed. Assist in development and implementation of cadet handbook provisions and life skills training. Participate in other instructional programs as required. Work closely with other staff members to ensure that rules and regulations are followed to accomplish the mission of YCP. Assist the Commandant in maintaining and updating the Standard Operating Procedures for the Cadre department. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Member of the Louisiana National Guard or retired from active duty service. Graduate of Cadre Professional Instructors Course (CPIC);Part 1 & 2. Certified Crisis Prevention Institute Instructor (CPI). Must have a clean criminal history. Knowledge of Microsoft Office preferred. Must have strong organizational and managerial skills.

ADDITIONAL INFORMATION: Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

OTHER REQUIREMENTS: Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License, and Social Security Card. Resumes are optional but must be submitted with the LANG-LMD-H Form 10 (State Application).

- State Application: The LANG-LMD-H Form 10 (State Application) is located at:
<http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Kandice Miller
LMD-HR (Camp Minden), 100 Louisiana Boulevard, Minden, LA 71055
E-Mail: kandice.m.miller2.nfg@army.mil
Office: (318) 299-4277 / Fax: (318) 299-4297